

FIELD USE PERMIT APPLICATION

ROANOKE COUNTY
DEPARTMENT OF PARKS, RECREATION, & TOURISM
1206 Kessler Mill Rd.
Salem, VA 24153
Phone (540) 387-6078 Fax (540) 387-6146

Date Received_____

Forwarded To_____

Date_____

Date Approved_____

1. **Please type or print.** Application must be received by _____ to hold your reservation. If any question below does not apply, use N/A. Fax or return in the enclosed, self-addressed envelope. Any questions, please call 387-6078 ext 247. If approved, a permit will be issued.

Name of Organization _____

Event Contact Person _____

Street Address _____

City/State/Zip _____ E-mail _____

Phone Home _____ Work _____

2. **Type of Event:** Tournament _____ Practice(s) _____ Game(s) _____ Other _____

Attach a complete description, schedule, and listing of any special needs for your program to this application. (Application will not be processed without this.)

Type and number of fields(s) requested: Soccer _____ Baseball _____ Softball _____

Other _____

Size of field(s) requested _____ Are lights needed? _____ (There will be an extra charge for light usage.)

Preferred dates(s) of use _____ Preferred time(s) of use _____ (including set up and take down)

3. **Do you plan to charge any registration or attendance fees?** _____ **Amount** _____

To be paid by whom: _____ Due to County ordinance, any registration or attendance fees, to be collected on site, must have prior approval by the Director of Parks, Recreation and Tourism.

4. **Roanoke County Parks, Recreation, and Tourism reserves the right to require staff supervision, extra portojohns, and/or security for your event. This will depend on the site and type of activity. You may be responsible for any direct expenses the department incurs as a result.**

5. **Use of Roanoke County facilities by private organizations requires the users to provide a \$1 million liability insurance certificate of additionally insured with the Roanoke County Board of Supervisors named as additionally insured.**

6. **Submission of this application does not constitute approval.** Roanoke County Parks, Recreation, and Tourism reserves the right to reschedule field usage, once granted, in case of field wear or special events.

Name _____

Please print

Signature _____

Date _____